

PLANNING DEPARTMENT  
**REAL ESTATE SIGN INFORMATION**  
**APPLICATION FORM**  
TOWN OF HILTON HEAD ISLAND.

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Please TYPE or PRINT legibly

**NOTE:** A SEPARATE APPLICATION FORM IS REQUIRED FOR EACH INDIVIDUAL SIGN.

BUSINESS NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_ FAX# \_\_\_\_\_

**APPLICATION REQUIREMENTS:**

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FULLY COMPLETED AND SIGNED APPLICATION FORM.

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ACCURATE COLORED RENDERING OF THE SIGN SHOWING ALL DIMENSIONS,  
TYPE OF LETTERING, MATERIALS AND ACTUAL COLOR SAMPLES.

**THE REAL ESTATE SIGN MUST CONFORM TO THE FOLLOWING GUIDELINES:**

1. SIZE SHALL BE RECTANGULAR IN SHAPE AND NOT EXCEED 4 SQUARE FEET;
2. COLORS AND GRAPHICS SHALL BE SUBJECT TO THE APPROVAL OF THE ADMINSTRATOR;
3. COPY SHALL BE LIMITED TO (1) THE NAME OF THE OWNER OR THE LISTING AGENT,  
(2) THE REAL ESTATE COMPANY (3) THE TYPE OF OFFERING AND (4) NOT MORE THAN TWO  
TELEPHONE NUMBERS;
4. THE QUANTITY SHALL BE LIMITED TO ONE PER STREET FRONTAGE OF THE AFFECTED  
PREMISES;
5. A FREESTANDING SIGN SHALL BE MOUNTED SO THAT ITS TOP EDGE IS NO HIGHER THAN  
FOUR FEET ABOVE GRADE; AND A FAÇADE MOUNTED SIGN SHALL BE MOUNTED SO THAT  
ITS TOP EDGE IS NO HIGHER THAN EIGHT FEET ABOVE GRADE;
6. THE SIGN SHALL NOT BE ILLUMINATED; AND
7. SIGNS OFFERING TENANT SPACE SHALL NOT BE FREE STANDING, BUT MAY BE PLACED AS  
A TENANT PANEL ON A PERMITTED DIRECTORY SIGN OR IN THE WINDOW OF THE TENANT  
SPACE BEING OFFERED.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

DATE RECEIVED: \_\_\_\_\_

TIME: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

MASTER TRACKING NUMBER: \_\_\_\_\_